



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Fort Myers Division**

VACANCY ANNOUNCEMENT

Automation Support Specialist

CL 27 \$48,170 - \$60,210*

Announcement Number: 18-02 **Position Closes:** Open Until Filled **Available:** Immediately

This position is located in the District Court Clerk's Office in the Fort Myers Division. The position provides IT support to the Fort Myers Division and supports local computer systems including networks, personal computers, and portable electronic devices. Additionally, this position supports a number of off-the-shelf software applications, major national systems, and systems developed or customized for local use. Additionally this position provides facilities support to judicial officers, law clerks, and Clerk's office staff.

Representative Duties

Installs or assists in the installation of new or revised releases of software and national systems.

Develops software to extract information from existing databases or to add to databases with functional knowledge of relational database design and applications including SQL and Visual Basic.

Develops and installs software and advises on the use of the software. Possesses ability to train end users in word processing and spreadsheet applications. Proficient in Microsoft Office.

Proficient in Active Directory and Windows 7/10, including installing and testing software update releases for compatibility with existing hardware and systems.

Provides day-to-day IT backup. Monitors day-to-day operations of the equipment and systems. Acts as the technical expert in solving software and computer system problems.

Maintains contact with other IT staff in other divisions for the purpose of staying knowledgeable of developments, techniques, and user programs.

Using technical knowledge, assists in securing automation equipment and determining when applications require new hardware.

Recommends, receives, inventories, and configures hardware for deployment as directed by IT management.

Provides support for all IT related software and equipment.

Helps maintain and support courtroom evidence presentation equipment.

Advises court managers on how to meet needs for sorting, recording, and retrieving information.

Prepares Requests for Purchase, Purchase Orders or non-technical scopes of work to initiate facility procurement actions.

Performs equipment and furniture inventories. Assists in conducting physical inventory of accountable property as required.

Issues and maintains custody of building keys.

Assists space and facilities project managers located in other divisions in the design of space and furniture plans to optimize space utilization.

Monitors, coordinates, and reacts to day-to-day facilities management issues involving building systems (including heating, cooling, lighting, and cleaning), structures, grounds, and security. Respond to local space and facilities requests. Log calls, resultant actions, and final resolutions of requests in database. Interact with the Judges, division management, and General Services Administration building manager or other appropriate individuals for problem resolution. Keep customers informed of service status. Escalate problems that are not resolved in a reasonable period of time.

Accept delivery of and assemble furniture as needed. Coordinate and assist with moving furniture as required.

Minimum Qualification Requirements

Requires a minimum of four (4) years of relevant work experience at progressively responsible levels in Office Automation Systems, Data Processing and Data Communications. Experience should include user applications, terminology, and methodology. Demonstrated accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management. Thorough knowledge of PC software and hardware in order to provide excellent technical support for a user base of up to sixty. Microsoft Office Specialist (or MCAS) certification preferred. A+ and Net+ certifications preferred. Familiarity with Corel WordPerfect beneficial. LAN/WAN experience preferred.

Information for Applicants

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 18-02, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210 or you can email a **PDF version to** resume_orl@flmd.uscourts.gov. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.

- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.